FEDERAL DEPOSITORY LIBRARY MANUAL SUPPLEMENT 3

Self-Study of a Federal Depository Library

September 1996

Federal Depository Library Manual

SUPPLEMENT 3

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Depository Library

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Preface

Background

At its October 1994 meeting, the Depository Library Council to the Public Printer endorsed the self-study questionnaire proposed by the Library Programs Service (LPS). This set of written questions can assist documents staff as they critically review their operations. It also gives them the opportunity to assess their compliance with Title 44, **United State Code** (U.S.C.), chapter 19, and GPO regulations in advance of a possible on-site audit. This self-study can be a strategic assessment document which will walk the documents staff through issues such as collection development policy, compliance with the Americans with Disabilities Act (ADA), public access computer work stations, etc., which need careful consideration.

Since late 1994, when a draft self-study was printed, LPS solicited comments from the depository community and requested that depositories being inspected during 1995 and 1996 voluntarily complete the self-study. Many of these depositories filled out the questionnaire. LPS evaluated their responses and modified and condensed the self-study.

Purpose

This self-study has been developed as a component of the GPO's inspection of each depository library's Federal documents operation "where need is indicated" under 44 U.S.C. §1909. Depositories will perform a mandatory self-evaluation that, in some cases, may replace an on-site inspection.

Citations to appropriate GPO-supplied publications which contain the rules and regulations for the Federal Depository Library Program appear at the end of the self-study document.

The self-study format and questions apply to all types of depositories, with the following **two** exceptions:

▸ **Weeding** - **Federal** agency and Federal court depository libraries weed through the Library of Congress' Exchange and Gift Division under 44 U.S.C. §1907 rather than through a Regional library. Highest appellate court libraries also have different weeding guidelines.

▸ **Free Access** to the public to use depository documents in the library is required of all depositories **except** those depositories designated as the library of the **highest appellate court** in the state under 44 U.S.C. §1915.

Procedures

Each calendar quarter, LPS will request self-studies from a group of libraries in chronological order from the date of last inspection. A copy of the self-study will be provided by the depository to LPS and to your Regional library. Federal agency and Federal court depositories will correspond directly with LPS. Inspectors will evaluate each self-

study. A telephone interview with the documents librarian will take place to clarify any issues.

LPS will determine whether an on-site inspection is warranted based on the self-study, follow-up questions, consultation with the Regional library, and specific criteria including recent staff and facility changes, results of prior inspections, and, if applicable, any complaints from depository library users.

In preparing the library's response to this self-study, use this template to indicate your narrative answers below each statement or question or check off any answers that call for such a response.

The template resides on GPO's World Wide Web site. The URL is <http://www.access.gpo.gov/su_docs/dpos/selfstud.html>. This form is also available in ASCII text via the Federal Bulletin Board by dial-in on (202) 512-1387; telnet to <fedbbs.access.gpo.gov>; or FTP from <ftp://fedbbs.access.gpo.gov/gpo_bbs/guidline/selfstud.txt>. Your Regional library, neighboring depository, or GPO can provide this template on a diskette if you have no other means to obtain it electronically.

The library's completed self-study can be transmitted to GPO in a variety of ways: e-mail, diskette, fax, or mail. Electronic transmission to LPS and to the Regional library is *preferred*.

OPTION: Any depository may conduct a self-study at any time. LPS will review the self-study and provide a report to the library explaining perceived strengths, weaknesses, corrective actions, and recommendations. Such a "desk audit" review and report is not a substitute for any future on-site inspection, but is an option open to all depositories, e.g., for a new documents librarian's orientation, planning purposes, etc.

Self-Study

The following self-study must be completed by depository library staff and returned to LPS and the Regional library by the due date provided in the notification letter. As noted earlier, an evaluation of this self-study may result in an on-site inspection.

Note: Where appropriate the library may append various attachments such as relevant handouts, organizational charts, portions of or complete documents department or library annual reports which pertain to depository operations, etc.

Fax to: (202) 512-1432

E-mail to: inspect@access.digex.net

Mail to:

Self-Study/Compliance Review
Chief, Depository Services
Library Programs Service (SLLD)
U.S. Government Printing Office
Washington, DC 20401

Library Name: _____

Institution: _____

City: _____

State: _____ Zip: _____

Depository #: _____

Congressional District: _____

Director: _____

Depository Coordinator: _____

Coordinator's Phone Number: _____

Coordinator's E-mail: _____

Documents Fax: _____

Self-Study

I. Collection Development

1. Does the library select titles from the "Basic Collection" (or acquire equivalent commercial, or access CD-ROM or on-line versions)? **Note any commercial equivalents adjacent to the specific title below.** Explain why any are **not** selected, and where the library can refer patrons for that title.

    _____ Budget of the United States
    _____ Catalog of Federal Domestic Assistance
    _____ Census Catalog and Guide
    _____ Census of Population and Housing for (State)
    _____ Code of Federal Regulations
    _____ Congressional Directory
    _____ Congressional Record
    _____ County and City Data Book
    _____ Federal Register
    _____ Historical Statistics of the United States
    _____ Monthly Catalog
    _____ National Trade Data Bank (NTDB) CD-ROM
    _____ Publications Reference File
    _____ Slip Laws (Public)
    _____ Statistical Abstract of the United States
    _____ Statutes at Large
    _____ Subject Bibliographies
    _____ United States Code
    _____ United States Government Manual
    _____ United States Reports
    _____ Weekly Compilation of Presidential Documents

2. Do the library staff or patrons use GPO Access services? Does the library have Internet World Wide Web capability to allow staff and patrons to access GPO's home page and other Web-accessible government information resources? Does the library have dial-in access instead?

3. Does the library select CD-ROMs? What are the most frequently used?

4. What maps, if any, are selected, e.g., topographic for state, DMA, NOAA, CIA, etc.

5. Does the library have a written depository collection development policy or a government documents component of a general collection development policy? If so, attach a copy of the policy, or relevant portions of a library-wide policy, to this self-study.

6. Describe any collection development coordination and depository resource sharing efforts that the library attempts with area depositories in order to eliminate unnecessary item duplication and insure adequate coverage of the area.

7. How often are regular reviews of documents selections conducted (zero-based item number selection)?

8. Does the library have suitable index tools to effectively access the resources in the documents collection? Below is a listing of many **government issued** and **commercial** indices and services. Of course, not all of these tools are appropriate for all types of depositories. Check off the information products and services to which the library has access. If on-line access is readily available to staff for some indices, note that fact. Add any relevant titles which the library owns or has access to on-line.

    ____ ASI (American Statistics Index)
    ____ ASI on Statistical Masterfile CD-ROM
    ____ Ames, John G. Comprehensive Index to the Publications of the U.S. Government, 1881-1893
    ____ Andriot, John. Guide to U.S. Government Publications
    ____ Bibliography of Agriculture
    ____ CCH Congressional Index
    ____ CIJE (Current Index to Journals in Education)
    ____ CIS Index to Presidential Executive Orders and Proclamations
    ____ CIS Index to U.S. Senate Executive Documents and Reports
    ____ CIS U.S. Government Periodicals Index
    ____ CIS Index to the Code of Federal Regulations
    ____ CIS Federal Register Index
    ____ CIS American Foreign Policy Index
    ____ CIS Index to Publications of the United States Congress
    ____ CIS Congressional Masterfile CD-ROM
    ____ CIS U.S. Serial Set Index
    ____ CIS U.S. Congressional Committee Hearings Index
    ____ CIS U.S. Congressional Committee Prints Index
    ____ CQ Weekly
    ____ Checklist of United States Public Documents, 1789-1909
    ____ Cumulative Subject Index to the Monthly Catalog of U.S. Government Publications, 1900-1971
    ____ Declassified Documents Index
    ____ Dialog
    ____ Documents Catalog, 1893-1940
    ____ EPA Reports Bibliography
    ____ ERIC CD-ROM
    ____ Index Medicus
    ____ Lexis
    ____ Monthly Catalog

    ____   Monthly Catalog CD-ROM
           Brand _____
    ____   Monthly Catalog, loaded in on-line system, available from OPAC terminals
    ____   NLM MEDLINE
    ____   NTIS Government Reports Announcements and Index
    ____   OCLC
    ____   OCLC FirstSearch
    ____   PAIS ____ PAIS CD-ROM
    ____   Poore, Benjamin P. A Descriptive Catalog of the Government Publications of the United States, September 5, 1774-March 4, 1881
    ____   RIE (Resources In Education)
    ____   Westlaw
    ____   Wilsonline
    ____   Uncover
    ____   U.S. Code Congressional and Administrative News

II. Bibliographic Control

1. Describe how the library records depository receipts in the required piece-level holdings record. Include all tangible information products and all modes of receipt, i.e.:

    a. cataloged and uncataloged paper monographs
    b. DOE microfiche
    c. microfiche monographs
    d. serials, paper and microfiche
    e. direct mail items
    f. maps
        1. CIA
        2. USGS topographic
        3. other maps (folded map series, DMA, etc.)
    g. electronic products
        1. CD-ROM, monographs, and serials
        2. floppy disks
    h. items in storage or housed in other collections
    i. items in vertical file

2. Does the record show library holdings, classification numbers, frequency, location where documents can be found, retention, etc.? Note **any** exception to that full record and the reasons why the library does not record that material.

3. Describe the techniques used to properly identify and date mark all depository materials as required (i.e., stamps, writing on the documents, etc.). **Note any exceptions to that required date/depository marking**, i.e., each item is marked with a (stamp, hand-written note, label, etc.):

a. microfiche envelopes
b. direct mail items
c. maps
d. CD-ROM jewel cases
e. floppy disks
f. paper monographs and serials, bound and unbound

4. Are there processing backlogs? If so, are these items organized so they can be retrieved quickly for use? Estimate the processing time for each identified backlog.

a. cataloged items
b. uncataloged items
c. continuations ("add ons")
d. periodicals
e. microfiche
f. maps
g. electronic products

5. Is there a written procedures manual or other appropriate documentation?

6. Are claims made soon after the shipments arrive in the library? Note what methods are used for claiming to GPO. Are claims made within the 60-day claim limit?

7. To note any missing shipping lists, does the library

a. keep shipping lists in order   Yes   No
b. keep a shipping list log   Yes   No

How are missing shipping lists usually obtained?

a. nearby depository
b. Regional library
c. U.S. Fax Watch
d. contacting LPS
e. non-GPO Web site

8. Are all SuDocs classification number corrections made routinely and expeditiously? Indicate if this is not done because another classification system is used.

9. Indicate the classification system(s) used and estimate percentages for all depository collections:

a. SuDocs   _____ %
b. Library of Congress   _____ %
c. Dewey   _____ %
d. Other _____   _____ %

III. Maintenance

1. Does a written binding policy for documents

    a. exist and is equal to (or better than) the general library binding policy? Describe.
    b. exist but is inferior to library binding policy? Describe.
    c. exist but is a decision not to bind?
    d. not exist?

2. Does a written replacement policy for lost documents

    a. exist, and is equal to (or better than) the library's replacement policy?
    b. exist, but is inferior to the library's replacement policy?
    c. exist, but it is a decision not to replace?
    d. not exist?

3. Explain any strategies used to acquire replacement copies of depository documents, i.e., purchase from GPO, contacting agencies, "Needs & Offers" lists, etc.

4. Are depository discards done in conformance with the **Instructions to Depository Libraries**, the law, and Regional library instructions? [Federal libraries use question 9.] Note the response time for Regional approval. Is the Regional library service for discarding

    a. being used regularly? If so, note frequency.
    b. not used because of lack of staff or time?
    c. not used because you strive for completeness?
    d. not apply?
    e. not used? If not, why not?

5. Are superseded publications withdrawn according to the **Superseded List** and "Updates to the Superseded List?" Are they systematically identified on holdings records and removed? If retained, are they identified on the spine as superseded?

    a. yes.
    b. no, but kept for reference/Regional use.
    c. occasionally.
    d. not at present. If not, why not?

6. Is the depository collection protected from unlawful removal of publications

    a. as well as (or better than) the rest of the library's collection? State method, e.g., closed stacks, security guard, commercial book detection system, etc.
    b. less well than the rest of the library's collection?

7. Does the library consistently remove all packing materials from depository receipts, i.e.:

    a. plastic wrap from paper items
    b. rubber bands from microfiche
    c. mailing tubes from maps

8. Does the library routinely update and interfile its loose-leaf depository selections so the material is immediately available for patron use? What resources are allotted to this task?

9. Note the general frequency with which discard lists are submitted to the Library of Congress Exchange and Gift Division (**for Federal agency and Federal court depositories only**).

IV. Human Resources

1. Describe depository staffing using the criteria in Section 6-2 of the "Guidelines for the Federal Depository Library Program." What other responsibilities does this staff have, and how many hours weekly are devoted to those duties? Include professional and support staff who contribute expertise, hours, etc., toward Federal documents.

2. Is depository staffing adequate to perform all required tasks? If not, what duties are not being performed and how would a **desired** increase in staffing aid the depository operation?

3. How long have the depository coordinator and support staff held their positions? If vacant, how long?

4. Describe cross-training of support personnel to keep items processed, regularly available to the public, etc., if support staff is absent.

5. Describe any training and cross-training efforts the depository coordinator routinely or periodically attempts to keep other staff abreast of depository publications, electronic media, access tools, and other issues, e.g., general reference staff, security personnel, others with patron contact, etc.

6. What support does the library administration provide to professional and para-professional staff training in terms of administrative leave and travel funds for depository-related meetings, workshops, etc.?

7. Describe the depository staff's participation in any local, state, or national documents interest groups, e.g., Interagency Depository Seminar, Federal Depository Conference, ALA, AALL, PLA, etc.

V. Physical Facilities

1. Describe the location of depository documents and the percentages in each location.

    a. Are any depository collections in open or closed stacks?

    b. Are any depository materials in compact shelving?

    c. Are any vertical file cabinets used to house depository documents?

    d. Are any depository materials in on-site or off-site storage?

    e. Note the proximity of depository collections to service points (documents or general reference desks, microform reading area, etc.).

2. Describe storage of all microfiche, maps, and electronic media. Are they all stored in metal cabinets or another type of covered acid-free storage containers? If not, why not?

3. Does the library have sufficient shelf, file, and cabinet space to properly house current depository documents holdings? If not, explain.

    Assuming continuation of present growth rates, give your best estimate of the depository's growth space, for the following formats (in years).

    a. paper
    b. microfiche
    c. maps
    d. CD-ROM

4. All public institutions are required by law to work towards full ADA compliance. Is there handicapped access to all portions of depository collections that are in public areas, i.e.:

    a. ramp(s) into the library
    b. flat entrances into the library
    c. elevators to all floors housing depository collections
    d. adequate depository stack-aisle widths in public areas
    e. computer work stations and carrels

5. Is there sufficient work space for depository library staff in a non-public area?

6. Is patron work space for using the depository collection usually available? Indicate any times when patrons work space is not available near depository collections.

7. Are depository operations entirely situated in an environment that facilitates access to and usage of depository resources, that is well lighted, comfortable, neat, and clean.

8. Indicate whether the temperature, humidity, ventilation control and other environmental factors in the library are conducive to preserving depository holdings? Note any major preservation problems (e.g., excessive dust, mold, etc.) and efforts at preserving materials (e.g., spraying for insects, oiling bindings, etc.).

9. List any new physical facilities affecting depository operations since the last on-site inspection, including those under construction, or planned for construction. For future projects, note estimated start and completion dates. Describe how these new facilities have affected or will affect depository operations. Types of new facilities could include, but are not limited to:

    a. new library
    b. new addition
    c. remodeling
    d. compact shelving
    e. off-site storage
    f. computer lab

10. Describe the quantity, quality, and location of the following **equipment** as it relates to depository collections:

    a. staff personal computers (note general type of computers, i.e., 286, 386, 486, Pentium, etc.)

    b. equipment for depository CD-ROMs and on-line services. Note current configurations and any plans for future LANs, WANs, etc. Is this equipment available for use by the public? List key depository titles on the menus.

    c. microfiche readers, reader/printers, any portable microfiche readers, any microfiche-to-fiche duplication machines, etc. Is there a microfiche reader near the depository microfiche?

    d. photocopy machines (specify patron and staff machines)

    e. fax for staff use

    f. public access personal computers

11. Does the library meet the requirements for "Public Access to Electronic Information Provided Through Federal Depository Libraries" as announced in **Administrative Notes**, v. 17 #7, May 15, 1996? Is public access to Government information via the Internet provided through mediated searches, or by allowing members of the public to use depository library work stations on their own? Does the library have appropriate hardware and software, including GILS-aware software, CD-ROM readers, printers, etc.?

12. Describe all signs and locations, e.g., library-produced and GPO posters, signs, displays, floor directories, etc., that highlight and direct patrons to depository collections. Can a patron unfamiliar with the library easily locate the documents area or documents help desk?

VI. Public Service

LIBRARY HOURS	Library		General Reference		Documents Reference	
	Normal	Summer	Normal	Summer	Normal	Summer
Mon-Thurs	-	-	-	-	-	-
Friday	-	-	-	-	-	-
Saturday	-	-	-	-	-	-
Sunday	-	-	-	-	-	-

1. Please attach a copy of the library's current access policies, noting date written. Is free access to depository collections provided in the library to everyone without exception? Does the library impose any age, affiliation, or other restriction on the use of Federal documents?

2. Does the library have any policies and, especially, does it post any signs that may have a "chilling effect" or could be misunderstood by potential depository patrons, e.g.,

    a. Are there posted signs indicating that the library is only for its university students and faculty?

    b. Is "No Trespassing" posted at the entrance to the campus or at the entrance to the library building?

    c. Does the library restrict access to the library at any time such as during exam periods?

    d. Does the library ever require an ID to enter the library building or to use any depository materials placed on closed reserve, etc.?

3. Is the depository emblem posted on all entrance doors of the library and selective housing site(s), if applicable? If not, explain.

4. Does the library offer comparable reference and other services to the "general public" as well as to its primary patrons (faculty, students, etc.). Note any discrepancies, i.e., "priority" services for its own college students, lawyers, etc.

Is documents reference provided from a reference desk in the documents department, at a multiple subject department reference desk including documents, or at a central reference desk for all reference service including documents? Are the hours for depository-related reference roughly comparable to that for other reference service?

5. Describe any depository cataloging efforts to enhance access.

    a. Estimate the percentage of current depository receipts that are included in the library catalog.

    b. How long has the library been entering depository items into its catalog?

    c. What percentage of documents have been retrospectively cataloged?

    d. Are there any plans to retrospectively catalog documents?

    e. Does the library have an on-line catalog?

    f. Is the on-line catalog networked with other libraries?

    g. Note any other libraries on the network that are depositories.

    h. Does the library's on-line catalog have dial-in or Internet access?

6. Circulation of documents is not required. However, for information purposes, indicate if most or all documents circulate. Do some formats, such as paper, circulate, and not others, such as microfiche, maps, or electronic media? Explain how a public patron can borrow documents from the library.

7. What is the level of staff knowledge of area depositories to make informed referrals? To what other depositories and for what types of depository materials do staff most often refer patrons? What union lists, directories, or area networks are used to make referrals?

8. How are primary patrons and especially the public informed about the library's depository status, collections, and services? Note the types and frequency of depository promotion techniques.

Does the library have a Web home page? If so, provide the URL.

VII. Cooperative Efforts

1. Describe the library's cooperative efforts with other depositories and GPO on a local, state, and national level. Describe cooperation with the Regional library. Note any **depository-specific projects** or documents groups [give group name, acronym, frequency of meetings, name of newsletter, if any], union lists, etc.

2. Does the library borrow documents from other libraries for patrons? Does this service extend to general public patrons?

3. Does the library provide depository documents, either originals or photocopies, on interlibrary loan? Note any exceptions.

4. Note any cooperation through electronic listservs (e.g., GOVDOC-L, MAPS-L, LAW-LIB, FEDREF-L, REGIONAL-L, etc.).

VIII. Regional Services

To be filled out by Regional libraries, including partners in shared Regionals.

1. Explain the Regional's practices on processing weeding lists for its selective depositories. Provide LPS with the written guidance given to selectives on weeding, and the frequency of written updates or reminders to selectives about that policy. Note normal turn-around times for processing weeding lists from selectives.

2. Does the Regional library provide original documents, photocopies, fiche-to-fiche copies on interlibrary loan to libraries in the state or relevant region? Indicate any special materials excepted.

3. Describe any consultation services the Regional provides to selective depository libraries under its purview.

4. Note any special or routine reference or other service the Regional provides to libraries in the state or relevant region.

5. Describe any special or routine visits that the Regional library staff make to selective depositories under its purview.

6. Note any specific assistance offered to depositories with special problems or to depositories placed on probationary status by GPO inspectors.

7. Does the Regional librarian or other staff usually accompany GPO inspectors on some or all of the inspections in their state? If no, explain why not.

8. Does the Regional library maintain files on all depositories under its purview, including such items as GPO Inspection Reports and disposal lists?

9. Does the Regional library have a microfiche-to-fiche duplicator that can aid selective depositories in interlibrary loan, filling in gaps in microfiche collections, etc.?

10. Besides reviewing weeding lists, what other strategies does the Regional employ to help build its comprehensive Regional collection for its state?

11. Describe how the Regional library takes a leadership role in state-wide Federal depository issues, projects, e.g., new or revised State Plan, union lists, etc.

12. Is the Regional library involved with any efforts to provide or ensure permanent access to electronic information? Are there any partnerships with Federal agencies for making electronic information available? If so, please describe.

Summary

1. Discuss near-term and long-range goals, accomplishments, and projects that the library is engaged in or hopes to engage in as these relate to its depository operation. Discuss how current and projected library budgets, as they relate to depository operations, are estimated to impact depository operations.

   Use this space to note any subjective comments about the general direction and progression of the library's depository operation.

2. Add any comments or information deemed appropriate which has not been addressed.

   Attach the complete documents department or library annual report(s), or portions of them relating to the library's depository operations, insofar as they are appropriate to release.

3. Do you wish an on-site inspection regardless of the evaluation of the self-study by LPS and the Regional?

4. I certify that, to the best of my knowledge, the information provided in this self-study is accurate as of this date.

Signatures of:

Depository Coordinator: _____

                                        Date: _____

Library Director: _____

                                        Date: _____

Alternate Location/Selective Housing Site Mini Self-Study

Complete this mini self-study for every location (other library, office, geology or geography department map collection, etc.) that houses a portion of the depository collection (maps, DOE and NASA microfiche, USGS and DMA maps, etc.) which does not fall under the administrative purview of the library director. Alternate locations and selective housing sites may be visited during the Inspection.

Name: _____

Location: _____

LIBRARY HOURS	Library		General Reference		Documents Reference	
	Normal	Summer	Normal	Summer	Normal	Summer
Mon-Thurs	-	-	-	-	-	-
Friday	-	-	-	-	-	-
Saturday	-	-	-	-	-	-
Sunday	-	-	-	-	-	-

Is this alternate location or selective housing site under the direct control of the depository library's director? If the answer is no, has the library established the required Memorandum of Agreement(s) and forwarded signed copies to GPO and the Regional library?

I. Collection Development

What types of depository materials are housed at the alternate location or selective housing site? Is the selective housing site given the opportunity to modify item selections during the annual selection update cycle?

II. Bibliographic Control

Are all depository materials recorded to the piece level and date/depository marked as required? Who creates and maintains this record? Are there any significant chronic processing backlogs?

III. Maintenance

Are depository materials maintained in a suitable environment? Is climate control adequate? Are covered acid-free storage containers used for all maps, CD-ROMS, and microfiche? Do staff follow GPO's and the Regional's weeding regulations when they dispose of depository materials through the depository of record?

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IV. Staffing

Describe depository staffing. Is it sufficient for basic depository work?

V. Physical Facilities

Is shelf, cabinet, and storage space adequate for current depository collections? Estimate any growth space. Note adequacy of handicapped access to depository collections in public areas.

VI. Public Services

Is everyone afforded free access to depository collections? Are any "chilling effect" policies or signs in place that may inhibit depository access by the public? Is a depository emblem placed at the entrance door? Are access tools or cataloging adequate to locate depository materials?

VII. Cooperative Efforts

Describe any cooperative efforts the selective housing site engages in. Are staff conversant with GPO regulations, i.e., **Instructions to Depository Libraries, Superseded List, Administrative Notes,** and the **Federal Depository Library Manual** and its **Supplements**? Do staff have copies of current editions of these publications?

Citations to Documents

I. Collection Development

Instructions to Depository Libraries, Chapter 2
Federal Depository Library Manual, Chapters 2-4, and Appendix A & B
Federal Depository Library Manual Supplement
Federal Depository Library Manual Supplement 2, Section 3

II. Bibliographic Control

Instructions to Depository Libraries, Chapter 3
Administrative Notes, v. 16 #17, December 15, 1995, pp. 15-16
Administrative Notes Technical Supplement
Federal Depository Library Manual, Chapter 5
Federal Depository Library Manual Supplement 2, Section 4

III. Maintenance

Title 44, U.S.C. §§1907, 1909, 1911-1912, and 1915
Instructions to Depository Libraries, Chapter 4
Administrative Notes Technical Supplement
Federal Depository Library Manual, Chapter 6
Federal Depository Library Manual Supplement, Section 9
Federal Depository Library Manual Supplement 2, Section 5
Superseded List

IV. Human Resources

Federal Depository Library Manual Supplement 2, Section 6
Instructions to Depository Libraries, Chapter 5

V. Physical Facilities

Title 44, U.S.C. §1909
Instructions to Depository Libraries, Chapter 6
Administrative Notes, v. 17 #7, May, 15, 1996, pp. 5-8 and v. 17 #8,
    June 15, 1996, pp. 14-15
Federal Depository Library Manual, Chapter 6
Federal Depository Library Manual Supplement 2, Section 7

VI. Public Service

Title 44, U.S.C. §§1909, 1911, 1916
Instructions to Depository Libraries, Chapter 7
Federal Depository Library Manual, Chapter 7
Federal Depository Library Manual Supplement, Section 10
Federal Depository Library Manual Supplement 2, Section 8

VII. Cooperative Efforts

Instructions to Depository Libraries, Chapter 8
Federal Depository Library Manual Supplement, Section 7
Federal Depository Library Manual Supplement 2, Section 9

VIII. Regional Services

Title 44 U.S.C. §§1911-1912
Instructions to Depository Libraries, Chapter 9
Federal Depository Library Manual Supplement 2, Section 10